

FY2017  
OLGA Application Help  
Document and  
FTA Section RURAL 5316 Guidance  
Document



## FTA SECTION 5316 APPLICATION

This section will ask you to enter project information for which you are requesting FTA 5316 Job Access and Reverse Commute funding. Current DRPT JARC subrecipient agencies will be given funding preference. The operating expenses for JARC operations will be entered in this section. This section is divided into four different tabs: Project Information, Operating Budget, RMC Budget, and Attachments.

Applicants requiring capital items under JARC must also complete a Capital Assistance application.

### PROJECT INFORMATION

#### Project Information

- Project Name: Enter the name of the JARC project you are requesting funds for.
- Project Description: Provide a detailed description of the JARC project, including routes being serviced, expected ridership, etc.
- Areas Served: List all the counties and cities affected by the JARC service.
- Congressional District: Enter the congressional district number based on the applicants mailing address.
- Agency Location: Check applicable population size based on the applicant's location.
- Coordinated Human Service Mobility Plan Name: Enter name of plan for your region.
- Project Type: Check the type of expenditures for which you are requesting funds. More than one box may be selected.
- Estimated revenues to be generated by this project: Enter best estimate in dollars.
- Anticipated days per week of service provided: Enter number of days per week service will be operating.

#### Project Needs, Goals, and Objectives

Answer questions as noted.

#### Implementation Plan

Answer questions as noted.

#### Coordination of Efforts

Answer questions as noted.

### OPERATING BUDGET

Enter detailed list of expense items for which you are requesting FTA 5316 federal

funding for operations. Start by selecting "Add Expense Item".



Expense Items

From the drop down list, select the applicable expense category.

Budget Amount

Enter the total cost amount of the item.

Local Share

Enter the source of the local share that is required to match the JARC

that is awarded. Make sure to save data.

**RMC BUDGET**

The Regional Mobility Coordinator (RMC) is a position with the overall responsibility for the arrangement and delivery of transportation services for older adults, people with disabilities, and people with lower incomes in their region. In this role, the RMC may facilitate transportation through local transportation operators, or provide all or part of services in the region directly.

Enter detailed list of expense items for which you are requesting FTA 5316 federal funding for RMC expenses. Start by selecting "Add Expense Item".

Expense Items

From the drop down list, select the applicable expense category.

Budget Amount

Enter the total cost amount of the item.

Local Share

Enter the source of the local share that is required to match the JARC

that is awarded. Make sure to save data.

**ATTACHMENTS**

Uploading Files

This page is included to allow grantees to attach any documents that support their request for FTA 5316 JARC funds. Only one file can be attached.

Please follow the directions to upload files, and make sure you select "upload" to

ensure the upload completed.

Submit the application only after you have determined there are no other changes needed and that it is final.

## **FTA Section 5316 Jobs Access and Reverse Commute Program (JARC) for Rural Areas**

### **Description**

The JARC program was authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users (SAFETEA-LU), enacted in 2005. Under the former 49 U.S.C. 5316, the Secretary of transportation was authorized to make grants to a recipient for access to jobs and reverse commute projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. MAP-21 repealed Section 5316 and made JARC projects eligible for funding under Sections 5307 and 5311. Additionally, FTA guidance indicates that unobligated funds appropriated or authorized in FY12 and prior years remain available for obligation, following program specific requirements established under SAFETEA-LU and prior authorizations. Consequently, DRPT is maintaining the JARC grant program and will assign any funded projects to the appropriate funding source. DRPT will continue to accept JARC applications.

The goal of the JARC program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals. The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.

### **Eligible Recipients**

DRPT is the designated recipient for Virginia's FTA Section 5316 program. Eligible applicants (private non-profit organizations; state or local governmental authorities; and operators of public transportation services, including private operators of public transportation services) may submit applications to DRPT for evaluation and selection. Current DRPT JARC subrecipient agencies will be given funding preference.

Eligible applicants must also reasonably meet technical capacity requirements for grant administration and program management.

### **Eligible Expenses**

Funds from the JARC program are available for operating expenses that support transportation services designed to transport low-income individuals to and from jobs and activities related to their employment.

### **Match Ratio and Limits of Funding**

**JARC typically funds applications at the maximum ratio of 50 percent for operating assistance projects. No funds are available to support small urban areas and approximately \$255,000 is available for current projects in rural areas. It is likely that all remaining JARC funds will be obligated in FY2017, resulting in no further awards after FY2017.**

Non-U.S. DOT federal funds and local and private funds can be used as a match. Sources for Non-U.S. DOT federal funds include Temporary Assistance for Needy Families, Medicaid, employment training programs, Rehabilitation Services, and Administration on Aging. Examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions.

### **Application Evaluation Process**

DRPT evaluates applications by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses, requesting additional data or clarification from applicants if necessary, and reviewing data submitted by the applicant for the previous year and any audited financial statements.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Help with OLGA is available from the OLGA Main Menu. Expand the Grant Management menu; then click instructions. See help documents under the topic: Grant Applications - Public Transportation/TDM.

Applications for the Section 5316 program must meet a number of technical requirements which are summarized in **Appendix A**. Eligible projects are summarized in **Appendix B**. Additional requirements are summarized below and in the attached Appendices:

### **Coordination Plan Requirements**

FTA guidance issued to implement SAFETEA-LU requires that projects selected for funding under the JARC Program be derived from a **locally developed, coordinated public transit-human services transportation plan**, and that the plan be developed through a process that includes representatives of public, private, and non-profit and human services transportation providers and participation by the public.

DRPT assisted in the development of Coordinated Human Service Mobility Plans initially issued in June 2008 and updated in September 2013. Further guidance regarding coordinated human service mobility planning is presented in **Appendix C**

### **STIP/TIP Requirement**

The project proposed must be a product of the metropolitan planning process and/or the statewide planning process specified in 49 CFR Part 613 and 23 CFR Part 450. That is, all transit projects for which Federal funds are expected to be used and that are within metropolitan planning boundaries must be included in a metropolitan Transportation Improvement Program (TIP) approved by the Metropolitan Planning Organization (MPO) and the chief executive officer of a State and in a Statewide Transportation Improvement Program (STIP) that has been approved by FTA and FHWA. Projects not within metropolitan planning boundaries are required only to be in the STIP. The application should identify the latest approved STIP (or amendments) containing the project(s), the appropriate page numbers, and a statement identifying the date that FTA and FHWA approved the STIP (or STIP amendment) that contains the proposed project(s). Projects listed in the TIP and STIP must be derived from and consistent with the State's long range plan. If your project is selected and you are part of an MPO, you must submit your entire project to the local TIP. However, if you are outside of an MPO, DRPT will ensure that the project is included in the STIP.

### **Certifications and Assurances**

Applicants are strongly encouraged to review the latest FTA Certifications and Assurances document before beginning work on their applications. The Certifications and Assurances contain various federal requirements that must be met in order for an organization's application to be approved. Therefore, by submitting an application, organizations are agreeing to abide by these requirements and are assuring that they are able to sign the Certifications and Assurances if their application is awarded funding.